

FINAL MINUTES
CITY OF GLENDALE
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
GLENDALE MUNICIPAL OFFICE COMPLEX - ROOM B-3
5850 W. GLENDALE AVENUE
GLENDALE, ARIZONA
Thursday, March 17, 2016
6:30 p.m.

MEMBERS PRESENT: Cherie Hudson, Chair
Matthew Versluis
Cathy Cheshier
Ronald Jauregui
Sharyn Nesbitt
Mickey Nunez
Dorlisa Dvorak
Dennise Rogers
Denise Flynn
Belinda Allen

MEMBERS ABSENT: Chuck Jared
Leslee Miele
Karissa Ann Ramirez

STAFF PRESENT: Gilbert Lopez, Revitalization Manager
Renee Ayres-Benavidez, Revitalization Grants Supervisor
Melissa Galvez, Community Revitalization
Jamie McFarland, Revitalization Coordinator
Karen Mofford, Community Housing Supervisor
Elaine Adamczyk, Community Housing Manager
Stephanie Miller, Senior Management Assistant
Erik Strunk, Community Services Director

I. Call to Order and Introductions
Chair Hudson called the meeting to order at 6:30 p.m.

II. Roll Call
Chair Hudson conducted Roll Call.

III. Minutes
Committee-member Versluis motioned to approve the November 19, 2015 meeting minutes as written. Committee-member Flynn made the second. The motion passed 10 – 0.

Committee-member Dvorak motioned to approve the January 4, 7, 14, and 21, 2016 meeting minutes as written. Committee-member Versluis made the second. The motion passed 10 – 0.

IV. Business from the Floor

None.

V. CDAC Member Loyalty Oath

Committee-member Nunez took the Loyalty Oath for his renewed term.

VI. Assessment of Glendale Homeless Strategy by ASU Morrison Institute

Ms. Miller introduced, Mr. TJ Reed, Ms. Martha Franquemont, and Mr. Thaddaeus Gassie, who are graduate students in attendance from ASU Morrison Institute for Public Policy who will present information regarding their “Assessment of Glendale’s Homeless Strategy”. From January through early May, in total seven graduate students will be analyzing homeless prevention, intervention, and best practices, and will assess Glendale’s current homeless strategy and provide recommendations.

Ms. Miller provided the following information:

- Assessment of Homeless Strategy
 - In 2015, Arizona State University’s Morrison Institute offered a “Local Policy Challenges” Initiative
 - Glendale’s Community Services Department submitted “The Assessment of Glendale’s Homeless Strategy” proposal
 - Morrison Institute’s ASU Studio Class selected Glendale’s proposal. The Spring 2016 class will focus on analyzing Glendale’s current homeless strategy.
- Goals
 - Gain a better understanding of Glendale’s current homeless strategy
 - Identify best practices
 - Provide homeless strategy recommendations
- Results
 - Morrison Institute will present their findings and recommendations at the April 21, 2016 CDAC Meeting

Mr. Reed provided the following information:

- Our Team
 - Liza Gashi, Master of Public Administration
 - Martha Franquemont, Master of Public Policy
 - TJ Reed, Master of Social Work and Public Administration
 - Yesenia Castaneda, Master of Public Administration
 - Thaddeus Gassie, Master of Social Work and Public Administration
 - Fatemah Bernard, Master of Public Policy
 - Avanti Haque, Master of Public Policy
- Scope of Work
 - Best Practices
 - Current Practices: Nationally recognized programs and approaches to address homelessness.
 - Emerging Practices: Innovative programs and approaches to address homelessness.
 - Partnerships: Connect with stakeholders, field experts, service providers, and leaders in homeless service in Maricopa County.
 - Capacity: Review Glendale’s funding capacity, current programs, partners, and homeless populations to guide implementation.

- Timeline
 - Phase I – Preliminary Research: November 1 – January 25
 - Phase II – Define Project Scope & Research Plan: January 15 – February 3
 - Phase III – Data Collection: Research and Interviews: February 3 – March 16
 - Phase IV – Analysis and Comparison of Data: February 3 – April 1
 - Phase V – Finalize Documents and Presentation: April 1 – April 21

Mr. Reed opened the floor for comments, questions, and suggestions.

Committee-member Flynn asked if the team has spoken with homeless agencies such as CASS. Mr. Reed stated that so far, the team has spoken with Glendale's Housing, CAP, Revitalization, Law Enforcement, and Park Rangers. Mr. Reed note that other agencies will be contacted for input as well and asked for Committee-members to submit a list of suggested agencies for outreach.

Committee-member Flynn thought that the last Point in Time homeless count in Glendale did not reveal any homeless at that time. Ms. Miller clarified that there were 43 homeless in the last count and a count is still pending from Maricopa County regarding the number of homeless in county shelters who state that Glendale is their last place of residence.

Chair Hudson wondered if the team was including education as one of the possible solutions. Mr. Reed stated that there will be various solution strategies based on the findings.

Committee-member Cheshier shared a personal experience and noted that some of the homeless population struggles with mental illness. Many of the mentally ill homeless do not have family members who are able, willing or know how to take care of them. Committee-member Cheshier stressed the need for the plan to address the mentally ill.

Committee-member Nunez commented on the need to address the homeless veteran issue as well.

Ms. Miller thanked the Committee-members for the suggestions.

Committee-member Jauregui wondered why the hospital for the mentally ill at 24th Street and Van Buren was closed. Mr. Strunk explained that in the 1980's there was a shift from federal support of those facilities which created an immediate financial impact on the state, which the state could not support. Therefore, the facility was closed.

Chair Hudson thanked the graduate students and Ms. Miller for their presentation.

VII. FY16-17 Draft Department Budget

Mr. Strunk noted that the formal FY16-17 budget process has begun and will be completed by the end of June 2016. The Community Services Department presented its Capital Improvement Plan requests to City Council on March 15th and will present its operating budget to Council in April.

Mr. Strunk presented information on the Draft FY16-17 Department Operating Budget:

- Total Division: \$39,295,523
- Human Services: \$23,646,891 – 60% of total

- Parks & Recreation: \$10,083,748 – 26% of total
- Library & Arts: \$ 4,902,380 – 12% of total
- Department Admin: \$ 662,504 – 2% of total

The detailed Division budget by account was provided to the Committee. Mr. Strunk announced that even more detailed account information can be found on the City of Glendale website.

Mr. Strunk provided the 5-Year Capital Improvement Project Plan for the Community Services Department and highlighted projects for FY16-17.

Mr. Strunk added that a Compensation Pay Study will be conducted for staff positions. Committee-member Flynn asked if the study will compare current pay levels with public or for-profit companies. Mr. Strunk replied that it would be a public sector comparison as the private and public sectors are very different. Mr. Strunk commented that the study would be made available on April 12th. Committee-member Nunez interjected that he has done an informal comparison and has found that the City of Glendale is one of the lowest on the scale. Mr. Strunk explained that the Compensation Pay Study reviews employee classifications, compares salaries to the market, and considers the pay-equity issue.

Committee-member Cheshier commented that any available budget funds should be put towards Library Services. Mr. Strunk noted that on April 5th, Council will discuss a proposed plan for a Western Area Branch Library. Mr. Strunk stated that there are funds available to build the library; however, Council has to consider \$600,000 in annual expense for operations.

Committee-member Flynn inquired about the bid and RFP process. Committee-member Flynn stated that she receives emails regarding RFP's but the details are not very specific. Mr. Strunk will follow up on the suggestion.

Committee-member Nunez announced that Community Breakthrough is hosting a Cinco de Mayo event at Murphy Park and would like to invite CAP staff to host a community resource booth.

Chair Hudson thanked Mr. Strunk for his presentation.

VIII. Fiscal Year 2016-17 Community Development Block Grant (CDBG), Home Investment Partnerships Program (HOME), and Emergency Solutions Grants (ESG) Public Hearing

Mr. Lopez provided the actual funding allocation of the FY2016-17 CDBG, HOME and ESG grants:

- Public Services
 - Total Requested: \$ 480,002
 - Total Available: \$ 330,118
- Physical Improvements
 - Total Requested: \$2,094,873
 - Total Available: \$1,430,511
- ESG
 - Total Requested: \$ 303,470
 - Total Available: \$ 171,540
- HOME
 - Total Requested: \$ 391,500

- Total Available: \$ 481,983

Mr. Lopez announced that there was an increase of approximately \$100,000 in CDBG, \$50,000 in HOME and \$5,000 in ESG funds received versus the anticipated funds and pro-rata adjustments were made to the grants across the board. Mr. Lopez also added that the \$50,000 granted by the CDAC to the Parks and Recreation Department for the Sands Park project is unable to be utilized. Mr. Lopez explained that because the granted funds were not for the full request, the amount granted was not enough to complete the project and the department does not have the budget to make up the difference. Mr. Lopez stated that the grant funds will be kept in the Revitalization Department budget under Physical Improvements and a funding recommendation will be brought to the CDAC when an opportunity arises.

Mr. Lopez stated that the 30-day public comment period on the grant funding is underway.

Mr. Lopez noted that the Mayor recently proclaimed April 2016 as Fair Housing Month and also a proclaimed a Community Development Week during April.

Committee-member Flynn commented that CDAC was assured during the Sands Park grant request presentation that staff could utilize \$50,000 and make up the difference with grants, donations, or other partners. Committee-member Nunez agreed. Mr. Lopez summarized that Parks staff may have received other information after the grant was awarded. Mr. Lopez noted that Parks could most likely use the funds to continue ADA improvements. More details will be brought to a future CDAC meeting.

Chair Hudson opened the public hearing.

No comments made.

Chair Hudson closed the public hearing.

IX. Commission on Persons with Disabilities Event

Ms. Miller stated that one of the FY15-16 goals for the Commission on Persons with Disabilities is to host an event that highlights opportunities and services that are available to Glendale residents with disabilities. Ms. Miller provided information on the Glendale Empowerment Expo, a resource fair to be held on April 23, 2016. Highlights include the following:

- The event will take place from 9:00 a.m. to 12:00 p.m. at the Glendale Civic Center.
- This is the first year of the event.
- A town hall style meeting will be held to encourage collaboration and discussion between service providers and the public.
- Awards will be presented to recognize the contributions of both a service provider and an individual who have contributed to the disability community in Glendale. Nominations are being accepted through March 28th.
- It is expected that approximately a total of 25 non-profit organizations, community-based organizations, and governmental agencies that provided services for individuals with physical disabilities in areas such as housing, transportation, sports, recreation, and health. Currently, 21 agencies have been confirmed.
- The event is free and open to the public.

- Booths will be open from 9:00 – 10:00 a.m. and the town hall will be held from 10:00 a.m. to noon.
- The keynote speaker is Mr. Eric Bennett, World Champion and 2-time Paralympic archer.

Chair Hudson thanked Ms. Miller for the information.

X. Capital Fund Annual Statement/Performance, Evaluation Report, Updated Capital Fund 5-Year Action Plan

Ms. Adamczyk and Ms. Mofford provided information regarding the Public Housing Capital Fund Program (CFP) Five-Year Action Plan (2010-2016). The detailed plan was distributed to the Committee-members for review prior to the meeting.

Ms. Adamczyk stated that in order to receive federal financial assistance for public housing, housing authorities must complete a Five-Year Action Plan, outlining major work activities allowed under the CFP rules and regulations. Ms. Adamczyk stated that housing authorities are allowed to substitute work items between any of the years within the housing authority's latest approved Five-Year Action Plan without prior HUD approval. HUD requires the housing authority provide a copy of the prior year's Five-Year Action Plan (2015-19) for comparison during the public hearing.

Ms. Adamczyk explained that a public hearing is required for the Capital Fund Annual Statement/Performance and Evaluation Report for Federal Fiscal Year 2016 and the updated Capital Five-Year Action Plan for Fiscal Years 2016-2020, and submit the documents on or before the date established by HUD.

Ms. Adamczyk noted that due to lack of quorum for the February 18, 2016 CDAC meeting, Glendale Community Housing has requested City Council hold the public hearing at its next voting meeting on March 22, 2016.

Ms. Adamczyk noted that the public comment period is currently underway.

Committee-member Cheshier inquired if there were changes from the Plan submitted last year. Ms. Adamczyk replied the only change was the addition of the year 2020 and no major changes.

XI. Community Housing Annual PHA Plan (FY2016) and Public Hearing

Ms. Adamczyk announced that federal regulation requires that housing authorities have an Agency Plan, that the Plan be updated and submitted to HUD annually. The Committee-members were provided the changes to the Community Housing Annual PHA Plan (FY2016) prior to the meeting for review.

Ms. Adamczyk explained that the revisions to the policy documents are submitted to HUD on the template form HUD-50075-HP, titled "Streamlined Annual PHA Plan (High Performer PHA's)" with Attachment A, which is the summary memorandum that outlines the sections of the Plan with the proposed changes, and Attachment B, which will be used to record all public comments received.

Ms. Adamczyk stated that the Agency Plan includes the following:

- Public Housing Authority Streamlined Annual PHA Plan (High Performer PHA's), form HUD-50075-HP
- The Public Housing Admissions and Continuing Occupancy Policy (ACOP)
- The Section 8 Administrative Plan
- Violence Against Women Act Addendum (VAWA)

Highlighted information was provided on key substantive changes for FY2106-17 as well as details in the Committee packet.

Ms. Adamczyk noted that the public comment period is currently underway and provided the Committee with comments received so far.

Ms. Adamczyk announced that due to lack of quorum for the February 18, 2016 CDAC meeting, Glendale Community Housing has requested City Council hold the public hearing at its next voting meeting on March 22, 2016. The Public Hearing denoted on the agenda was stricken.

XII. Committee-member Comments and Suggestions

Committee-member Cheshier commented that the CDAC meetings are typically held at 6:00 p.m. and questioned the change to 6:30 p.m. for this evening's meeting. Mr. Strunk apologized for the clerical error and announced that the April meeting would begin at 6:00 p.m. as usual.

XIII. Adjournment

Committee-member Dvorak motioned to adjourn the meeting at 7:39 p.m. Committee-member Nunez made the second. The motion passed 10 – 0.

The next regular meeting will be held on April 21, 2016 at 6:00 p.m. at Glendale City Hall, B3, 5850 W. Glendale Avenue, 85301.

Respectfully Submitted,
Denise Kazmierczak